



Archivist II

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 502
Supervisory: No
Reports to: Archives Supervisor

Summary

Performs technical microfilming, scanning of documents and film to store and retrieve by computer. Maintains records by preserving, moving, organizing, re-labeling, retrieving, re-filing, and storing. Keeps an accurate inventory pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Scan, index, and link documents, reports, and maps daily; utilize appropriate computer and County software. Create microfilm records on archive writer; verify document approval; determine appropriate resolution, lighting, density, reduction ratio, sharpness, and completeness of images; index film appropriately to facilitate access and retrieval. Provide copies of documents and microfilm to County departments and the public.
2. Repair damaged documents, maps and books when appropriate.
3. Maintain appropriate controls on physical records; file, retrieve and re-file maps and records requested by County departments; deliver files and records as appropriate.
4. Prepare for scheduled shredding; move and stack boxes; break down and fold boxes.
5. Facilitate efficient record retrieval and inventory; accurately enter appropriate record data into appropriate software; maintain accurate inventory of Records Center.
6. Clean and maintain equipment as needed.
7. Assist in moving, retrieving, shredding, and storing of hard copy records and microfilm; re-box and label records and microfilm in damaged or oversized boxes as appropriate.
8. Respond to inquiries regarding records processes and procedures; assist individuals or direct to appropriate resources.
9. Respond to GRAMA requests in an appropriate and timely manner.
10. Coordinate work requested from other departments under the direction of the supervisor.
11. Maintain records documenting the life cycle, inventory, retention, classification, identification, and destruction dates of County records.

For Office Use Only

Job Code: 3066

Job Title: Archivist II

FLSA: Non-Exempt

Effective Date: 11/4/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

12. Perform research on documents as requested.
13. Ensure security of records area to prevent unauthorized entry; ensure security of records at all times.
14. Maintain a keep record of work performed as required by departments.
15. Create backup CD for digital images.
16. Assist with the expungement of documents; coordinate with the Sheriff's Office; adhere to rules and regulations of expungements.
17. Assist in restoring and preserving historical documents; assist in preserving damaged books.

Knowledge, Skills, and Abilities

- Knowledge of office-operating procedures and equipment
- Knowledge of laws, procedures, and practices pertaining to the retention schedule and disposition of records and legal procedures
- Skilled in record keeping
- Skilled in reading, writing, and math
- Skilled in records protection procedures
- Skilled in data entry
- Ability to type and operate a 10-key accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to learn financial and scanning software programs
- Ability to maintain strict confidentiality when working with sensitive records
- Ability to maintain high levels of concentration and attention to detail
- Ability to perform basic preservation procedures on historical documents and books
- Ability to perform scanning and other tasks with speed and accuracy
- Ability to maintain high levels of concentration and attention to detail

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in a professional office environment. Work may expose the incumbent to possible bodily injury from lifting boxes and climbing ladders. This job requires the use of protective devices such as earplugs, gloves, masks, and back supporters. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee works for sustained periods of time at a computer. The employee is required to type, file and lift office supplies or equipment up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of general clerical support work experience including one year directly related to duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Meet the education and experience requirements and the class characteristics of the higher classification level.
2. Receive written recommendation from the department head.
3. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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